

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0588383

DATE POSTED: 12/30/13

POSITION NO: 241417

CLOSING DATE: 01/13/14

POSITION TITLE: PARKS MAINTENANCE WORKER

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks & Recreation Department, LeChee, AZ

WORK DAYS: Mon- Fri.

REGULAR FULL TIME:

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GRADE/STEP:

Y57A

WORK HOURS: 8am - 5pm

PART TIME:

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NO. OF HRS./WK.: \_\_\_\_\_

\$ 21,486.40

PER ANNUM

SEASONAL:

☐

Duration: \_\_\_\_\_

\$ 10.33

PER HOUR

TEMPORARY:

☐

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs semi-skilled work of routine difficulty in the maintenance of parks, buildings, camp/picnic grounds, signs and recreational facilities, performs related work as assigned, Construct, installs, and repairs benches, tables, shelters, fences, signs, trails, comfort stations and related facilities and equipment at viewpoints, campgrounds, picnic areas, rest areas, parks and other recreation areas; used power and hand tools and other related equipment; maintains supplies, materials, equipment, and facilities; erects and installs signs at park and recreational areas. Picks up and deposits refuse, discards building materials and other items; provide janitorial and related services to public facilities, building offices and ground; responds to inquiries from the public, assists clerks and other staff.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A High School Diploma or GED; and

Two (2) years experience in construction, maintenance, park and facility maintenance; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of tools and materials used in construction trade; knowledge of operating and maintaining hand and power tools; ability to read and interpret assignments for specific projects; and ability to understand and follow verbal and written instructions. Knowledge of utilizing office equipment-calculator, typewriter, some personal computer fax machine and telephones. Knowledge of building and construction trades and the use of hand and power tools. Skill in communicating effectively. Position requires extensive lifting, bending, carrying, loading, unloading and transporting equipment and supplies weighing up to 100 lbs. Work requires extended periods of time in an outdoor environment.

**Special Requirements:**

**(Preferred)** applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment. **(Preferred) Applicant with Valid CDL (Commercial Driver's License)**

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**